

Notice:

On October 31, 2013, the Director of National Intelligence (DNI) released guidance to the Department of Defense (DoD) to validate personnel with eligibility for access to classified information. The intent of this validation is to ensure the number of employees that each company determines have a need to know for access to classified information are kept to a minimum as required to conduct functions and access to classified information is terminated when there is no longer a need for access. Our plan is to incorporate this validation during scheduled assessments and during our outreach programs as an area of routine emphasis. We ask your assistance in the endeavor as it encompasses over 1.2 million cleared contractors at over 13,000 facilities.

Contractors are reminded in accordance with the DoD 5220.22-M, “National Industrial Security Program Operating Manual (NISPOM)” section 2-200a contractors are required to only process employees where access to classified is essential in the performance of the tasks or services related to the classified contract. NISPOM section 2-200d further states, contractors are required to limit to a minimal number employees necessary for operational efficiency, consistent with contractual obligations.

DSS will provide additional guidance on requirements and information we will need prior to your scheduled assessment or our outreach to your company. Your assistance in this process will ensure the review of your employees of the validation for eligibility for access to classified information has a minimal impact during our assessment. [Click here](#) to view DNI “Validation of Personnel with Eligibility for Access to Classified Information” memorandum.

To support this effort and provide consistency in the use of the Joint Personnel Adjudication System (JPAS), DSS has posted the procedures for contractors to annotate and maintain records for “break in access” and “break in employment” in JPAS. [Click here](#) to view the procedures.